Department of Public Works and Community Development

New Single Family/ Addition/ Remodel Checklist

The checklist below identifies elements and information necessary for a successful application submittal for a single family residential building permit.

If you think an item is not applicable to your project, this should be brought to Staff's attention in advance of the submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted at the Counter for further processing and will be returned to the Applicant. The information on this checklist is not meant to be all inclusive and additional materials may be required as the review proceeds.

In most cases, submittals must be made in person. Submittals by mail or email may be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

General (1 copy unless otherwise noted)

- ☐ Completed Building Permit Application
- ☐ Completed copy of this Checklist
- ☐ Certificate of Water Availability **(2 copies)**
- ☐ Certificate of Sewer Availability
- ☐ Soil Amendment Calculation Worksheet **(2 copies)**
- ☐ Copy of current Washington State Contractor's registration when a contractor will be performing the work
- ☐ **(2) copies** construction drawings **(24" x 36", stapled on LH side, not bound, NO red print)** to include the following:
  - ☐ Site Plan **(11" x 17" paper)**
  - ☐ Foundation Plan
  - ☐ Floor Plan
  - ☐ Framing Plan
  - ☐ Elevation Drawings
  - ☐ Building Cross Section
  - ☐ Energy/ Ventilation
- ☐ Engineer's Calculations **(2 copies)**
- ☐ Fire Impact Fee Information Sheet
- ☐ Prescriptive Energy Code Compliance for All Climate Zones in WA Worksheet **(2 copies)**
- ☐ Plan review fees will be collected at the time of the application submittal.

Note: Permit and Impact Fees will be collected at the time of permit issuance, payable by check or credit card.

Site Plans

- ⇒ North arrow.
- ⇒ Minimum scale of 1"=20', scaled drawings.
- ⇒ Name of designer, signature and date.
- ⇒ Lot address and tax parcel number.
- ⇒ Plat name and subject property lot number.
- ⇒ Adjacent streets, labeled.
- ⇒ Lot lines, dimensions and area; all areas expressed in square feet.

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- ⇒ Existing elevation contour lines in two-foot intervals; show lot-corner elevations for flat lots.
- ⇒ Proposed grade elevations.
- ⇒ Proposed drainage facilities and connections to the storm stub-out.
- ⇒ Cut and fill quantities.
- ⇒ Clearing limits.
- ⇒ Building setback lines and dimensions.
- ⇒ All public and private easements and tracts, dimensions, and purpose.
- ⇒ Location of utilities and utility structures, including water, sewer, gas, electricity and storm-water stub-out.
- ⇒ Location of exterior mechanical equipment to include ground and roof-mounted air conditioners, heat pumps and other air-handling units.
- ⇒ Location of wells, septic tanks, and drain fields.
- ⇒ Structures to be removed or demolished. (May require separate permit.)
- ⇒ Proposed building footprint, dimensions, area, and use. Show eave overhangs and bump outs.
- ⇒ Driveway footprint, dimensions, area, and paving material.
- ⇒ Footprint, dimensions and area of walkways, patios, covered decks, and other impervious surfaces.
- ⇒ Total area of impervious surfaces in square feet.
- ⇒ Lot coverage calculations. (Impervious surface area/lot area)* 100 = percent coverage.
- ⇒ Critical area and critical-area buffers affecting the lot including wetlands, streams, lakeshore, and steep slopes.
- ⇒ Rockery and retaining walls and dimensions.
- ⇒ All trees 6-inches in diameter or greater; indicate which are to be removed, retained, or planted.
- ⇒ Tree protection areas and dimensions.

Foundation Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size and shape of foundation.
- ⇒ Location and dimensions of perimeter foundation, isolated footings, concrete slabs, patios, porches, walkways, landings, and deck supports.
- ⇒ Location and size of exterior and interior bearing footings/foundations.
- ⇒ Location, dimensions, and size of interior piers.
- ⇒ Location, size, grade, and spacing of required reinforcing steel.
- ⇒ Location, size, embedment, and spacing of anchor bolts, hold-downs, and post-to-footing connections.
- ⇒ Location and size of foundation vents and crawl-space access.
- ⇒ Stamped engineering calculations for foundation/ retaining walls over four feet, or supporting a surcharge per IRC R105.12.

Floor Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Fully dimensioned floor plan for each floor.
- ⇒ Indicate use and size in square feet of each room.
- ⇒ Location, size, and type of windows and doors.
- ⇒ Specify header type and size over each opening.
- ⇒ Beam locations, materials, grades, spacing, and sizes.
- ⇒ Location of plumbing and heating fixtures and equipment.
- ⇒ Location of chimneys and fireplaces.
- ⇒ Location of all switches, outlets, receptacles and electric appliances.
- ⇒ Location of carbon monoxide and smoke detectors.
- ⇒ Location of guards and handrails.

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Framing Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size, species, grade, spacing, and span of all framing members.
- ⇒ Location, size, species, grade, and height of posts under beams.
- ⇒ Floor joist, ceiling joist, truss and roof rafter size, run direction, span and spacing.
- ⇒ Panel identification indexes for floor and roof sheathing.
- ⇒ Location and nailing schedule of bearing/shear walls.
- ⇒ Interior and exterior braced wall lines and sections consistent with the requirements of IRC R602.10 or provide details on plans designed and stamped by a State-licensed professional Structural Engineer.
- ⇒ Unconventional framing must be designed and stamped by a State-licensed professional Structural Engineer.
- ⇒ Details of any special connection method(s).

Elevation Drawings

- ⇒ Specify height above finish grade to finished floors, top plate/ceiling and highest point of structure.
- ⇒ Specify all finished materials to be used.
- ⇒ Depict doors and windows. Distinguish between openable and fixed windows, safety glazing.
- ⇒ Specify roof pitch and material.

Building Cross-Sections

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Cross-section of footings and foundation.
- ⇒ Mudsill anchorage and material, naturally decay resistant or preservative treated.
- ⇒ Floor construction to include size and spacing of joists or manufactured trusses and insulation.
- ⇒ Material and method for post-to-beam connections.
- ⇒ Wall construction showing wall interior and exterior finishes, insulation R-value, and double top plate.
- ⇒ Ceiling construction showing size and spacing of joists and insulation R-value.
- ⇒ Roof construction showing size and spacing of joists, rafters or trusses; insulation R-value, sheathing, underlayment, and roofing material.
- ⇒ Full-height section through stairways, including riser and tread framing dimensions, riser height and tread width, handrail height above tread nosing, and clearance to ceiling above the stairs.
- ⇒ Full-height section through fireplace and chimney, including reinforcing materials.

Energy/Ventilation

- ⇒ Specify selected design approach: component performance, systems analysis or prescriptive.
- ⇒ Show compliance with ventilation requirements.
- ⇒ Pertinent data and features of the building, equipment and systems, including, without limit, design criteria, exterior envelope components, envelope system U-factors, insulation R-values, size and type of equipment and equipment controls.
- ⇒ Include window model numbers, frame type, and U-values demonstrating compliance with the Energy Code on compliance forms or on plans as part of a window schedule.

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CITY OF MAPLE VALLEY

MINIMUM DESIGN CRITERIA

Wind Loading	110 mph - R Occupancies
Exposure	"B"
Topographic Effects	No
Seismic Category	D1
Roof Snow Loading	25 psf
Assumed Soil Bearing Capacity	1500 psf
Subject to damage from:	
Weathering	Moderate
Frost Line Depth	12 inches
Termite	Slight to Moderate
Decay	Slight to Moderate
Air Freezing Index	1500
Winter Design Temperature	22 Degrees F
Summer Design Temperature	85 Degrees F